

County of Prince Edward  
PUBLIC WORKS  
2010 DRAFT BUDGET

	2009 ACTUAL YTD	2009 Approved Budget	2010 Draft Budget	Budget Increase (Decrease)	%
<b>Roads Overhead</b>					
Total Revenues	(265,001)	(323,708)	(412,144)	(88,436)	27.3%
Total Expenditures	<u>2,288,705</u>	<u>2,324,456</u>	<u>2,427,536</u>	<u>103,080</u>	<u>4.4%</u>
<b>Total Roads Overhead</b>	<b><u>2,023,704</u></b>	<b><u>2,000,748</u></b>	<b><u>2,015,392</u></b>	<b><u>14,644</u></b>	<b><u>0.7%</u></b>
<b>Road Maintenance &amp; Winter Control</b>					
Total Revenues					
Total Expenditures	<u>5,455,620</u>	<u>5,580,013</u>	<u>5,675,029</u>	<u>95,016</u>	<u>1.7%</u>
<b>Total Road Maintenance &amp; Winter Control</b>	<b><u>5,455,620</u></b>	<b><u>5,580,013</u></b>	<b><u>5,675,029</u></b>	<b><u>95,016</u></b>	<b><u>1.7%</u></b>
<b>Equipment and Housing</b>					
Total Revenues					
Total Expenditures	<u>184,977</u>	<u>258,425</u>	<u>277,390</u>	<u>18,965</u>	<u>7.3%</u>
<b>Total Equipment and Housing</b>	<b><u>184,977</u></b>	<b><u>258,425</u></b>	<b><u>277,390</u></b>	<b><u>18,965</u></b>	<b><u>7.3%</u></b>
<b>Waste Management</b>					
Total Revenues	(849,989)	(908,000)	(908,000)	0	0.0%
Total Expenditures	<u>1,749,522</u>	<u>1,976,844</u>	<u>2,005,470</u>	<u>28,626</u>	<u>1.4%</u>
<b>Total Waste Management</b>	<b><u>899,533</u></b>	<b><u>1,068,844</u></b>	<b><u>1,097,470</u></b>	<b><u>28,626</u></b>	<b><u>2.7%</u></b>
<b>Water and Wastewater Services</b>					
Total Revenues	(3,714,474)	(4,720,956)	(4,190,990)	529,966	-11.2%
Total Expenditures	<u>3,919,533</u>	<u>4,720,955</u>	<u>4,190,990</u>	<u>(529,965)</u>	<u>-11.2%</u>
<b>Total Water and Wastewater Services</b>	<b><u>205,059</u></b>	<b><u>(1)</u></b>	<b><u>0</u></b>		
<b>NET PUBLIC WORKS TO BE RAISED</b>	<b><u>8,768,893</u></b>	<b><u>8,908,029</u></b>	<b><u>9,065,281</u></b>	<b><u>157,252</u></b>	<b><u>1.8%</u></b>

# **COUNTY OF PRINCE EDWARD 2010 BUDGET**

## **Public Works Roads Department**

### **RESPONSIBILITIES**

The Roads Department is responsible for road maintenance and repair of approximately 867.85 km of hardtop and 182.52 km of gravel roads. These include:

1. Hardtop maintenance – patching, line painting and micro seals.
2. Loose top maintenance – grading, material (gravel resurfacing, patching and washouts, dust control).
3. Winter control – snowplowing and removal, sanding and salting, culvert thawing and drainage.
4. Roadside management – sidewalk summer and winter maintenance, ditching, litter control, weed control.
5. Safety devices – signage, traffic lights, guard rail and wire replacement, line painting, railway crossings and bridges.
6. Drainage – storm water management, drainage easements and retention ponds.
7. Bridges & Culverts – inspection, maintenance and repairs.

### **ACTIVITIES**

The Roads Department provides many services that relate to its responsibilities.

#### Services

- Fleet management including maintenance, fuel dispensing, CVOR and CSSA compliance
- Street lighting including maintenance, repair and contract supplies
- Gravel Pits – operation and maintenance for extraction in accordance with the Aggregate Resources Act.
- After Hours Service.
- Road Occupancy Permits, Entrance Permits and Oversized load permits

### **2009 ACCOMPLISHMENTS**

2009 saw the hiring of a new Operations Manager, the retirement of some staff and the transfer of other staff to fill vacant positions. Operations were status quo with previous years, except with more emphasis on employee health and safety programs and road traffic and safety related items.

A major initiative was the acquisition of the Ridge Road Pit in 2009. This will allow the County to extract it's own aggregate, and realize cost savings and security of supply for many years forward.

### **2010 ACTION PLAN**

Full time Staff compliment:

Existing 2009 – Full time – 35, Part time – 15  
Proposed 2010 – Fulltime – 36, Part time – 15

### **2010 BUDGET OVERVIEW**

The 2010 Budget is a nominal adjustment over the 2009 Budget. The focus is on legislated or safety related items first and then maintaining the existing service levels. The adjustments are to:

- Small changes to individual line items to provide more accurate reporting,
- Increased material for gravel roads by total of \$13,350 in preparation for further works,
- Including stump grinding in all three areas as part of the tree removal budget,
- The review of the existing Fleet Replacement Plan to better correspond to the physical maintenance performed on each unit and the setting of replacement criteria.
- Step Increases and COLA adjustment for current full time staff
- Contribution by the Department to the support of the new full time GIS Position

County of Prince Edward  
PW - Transportation Overhead  
2010 DRAFT BUDGET

	2008 ACTUAL YEAR END	2009 ACTUAL YTD	2009 Approved Budget	2010 Draft Budget
<b>OPERATING REVENUES</b>				
Federal & Provincial Funding	(\$179,581)	(\$180,286)	(\$126,850)	(\$180,286)
User Fees and Service Charges	(26,200)	(55,759)	(25,000)	(60,000)
Licences and Permits	(21,356)	(28,956)	(25,000)	(25,000)
Transfers from Reserves and Reserve Funds	(635,791)	0	(146,858)	(146,858)
<b>TOTAL OPERATING REVENUES</b>	<b>(862,928)</b>	<b>(265,001)</b>	<b>(323,708)</b>	<b>(412,144)</b>
<b>OPERATING EXPENDITURES</b>				
Engineers Office	700,588	806,705	729,365	616,130
Planning & Development	29,270	0	98,300	45,300
Construction Overhead				
Garages, Domes & Buildings				
Bloomfield	2,949	2,292	4,093	3,300
Ameliasburgh	33,310	28,411	32,292	28,370
Athol	2,745	1,566	2,433	2,510
Hallowell	0	29,436	187,528	190,550
Hillier	5,920	3,427	8,504	3,810
Sophiasburgh	26,037	23,749	22,417	17,960
Lake Street	122,791	159,221	66,788	70,150
Domes & Storage	2,899	6,305	7,250	7,250
Total Garages, Domes & Buildings	926,509	1,061,112	1,158,970	985,330
Long Term Debt Charges	1,035,121	1,159,796	1,155,486	1,383,206
Transfers to Others	0	5,248	10,000	10,000
Transfers to Reserve and Reserve Funds	235,021	62,550	0	49,000
<b>TOTAL OVERHEAD</b>	<b>2,196,651</b>	<b>2,288,706</b>	<b>2,324,456</b>	<b>2,427,536</b>
<b>TOTAL TRANSPORTATION OVERHEAD TO BE RAISED</b>	<b>1,333,723</b>	<b>2,023,705</b>	<b>2,000,748</b>	<b>2,015,392</b>

County of Prince Edward  
PW - Roads Maintenance and Winter Control  
2010 DRAFT BUDGET

	2008 ACTUAL YEAR END	2009 ACTUAL YTD	2009 Approved Budget	2010 Draft Budget
<b>OPERATING EXPENDITURES</b>				
Maintenance Overhead	299,102	334,411	316,000	361,000
<b>Bridges and Structures</b>				
Area 1	37,486	37,550	49,120	48,146
Area 2	27,216	45,122	46,057	47,034
Area 3	41,096	23,973	42,005	60,850
<b>Total Bridges and Structures</b>	<b>105,798</b>	<b>106,645</b>	<b>137,182</b>	<b>156,030</b>
<b>Roadside Maintenance</b>				
Area 1	148,071	197,927	199,405	205,760
Area 2	119,699	174,560	202,637	213,357
Area 3	266,614	295,924	266,566	265,756
<b>Total Roadside Maintenance</b>	<b>534,384</b>	<b>668,411</b>	<b>668,608</b>	<b>684,873</b>
<b>Roads Surface Maintenance</b>				
Area 1	640,607	621,145	655,036	627,139
Area 2	498,817	498,013	529,349	516,379
Area 3	816,325	894,656	835,435	810,205
<b>Total Roads Surface Maintenance</b>	<b>1,955,749</b>	<b>2,013,814</b>	<b>2,019,820</b>	<b>1,953,723</b>
<b>Roads Winter Maintenance</b>				
Area 1	865,739	664,053	719,525	704,525
Area 2	708,852	520,803	518,106	503,106
Area 3	1,362,385	976,259	1,016,780	981,780
<b>Total Roads Winter Maintenance</b>	<b>2,936,976</b>	<b>2,161,115</b>	<b>2,254,411</b>	<b>2,189,411</b>
Pits & Quarries	6,664	9,912	8,992	(6,008)
Street Lighting	152,915	158,311	172,000	158,000
Transfers to Others	3,000	3,000	3,000	3,000
Transfers to Reserves and Reserve Funds	0	0	0	175,000
<b>TOTAL ROAD MAINTENANCE AND WINTER CONTROL</b>	<b>5,994,588</b>	<b>5,455,619</b>	<b>5,580,013</b>	<b>5,675,029</b>

County of Prince Edward  
 PW - Equipment and Housing  
 2010 DRAFT BUDGET

	2008 ACTUAL YEAR END	2009 ACTUAL YTD	2009 Approved Budget	2010 Draft Budget
<b>OPERATING EXPENDITURES</b>				
Wages & Benefits	281,781	337,439	326,000	326,000
Materials & Supplies	113,289	69,357	54,000	64,000
Professional Development, Travel, Health and Safety	33,512	33,080	35,500	37,500
Rent, Utilities, Repairs, and Maintenance	1,007,309	823,266	1,005,200	1,005,500
Insurance	54,493	66,088	62,725	69,390
Cost Recovery	(1,746,912)	(1,569,253)	(1,650,000)	(1,650,000)
Transfers to Others				
Transfers to Reserves and Reserve Funds	<u>475,000</u>	<u>425,000</u>	<u>425,000</u>	<u>425,000</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<b><u>218,472</u></b>	<b><u>184,977</u></b>	<b><u>258,425</u></b>	<b><u>277,390</u></b>
 <b>NET EQUIPMENT AND HOUSING TO BE RAISED</b>	 <b><u>218,472</u></b>	 <b><u>184,977</u></b>	 <b><u>258,425</u></b>	 <b><u>277,390</u></b>

County of Prince Edward  
PW - Waste Management  
2010 DRAFT BUDGET

	2008 ACTUAL YEAR END	2009 ACTUAL YTD	2009 Approved Budget	2010 Draft Budget
<b>OPERATING REVENUES</b>				
Federal & Provincial Funding	0	(8,000)	0	0
User Fees and Service Charges	(874,761)	(841,989)	(908,000)	(908,000)
Transfers from Reserves and Reserve Funds	0	0	0	0
<b>TOTAL OPERATING REVENUES</b>	<b>(874,761)</b>	<b>(849,989)</b>	<b>(908,000)</b>	<b>(908,000)</b>
<b>OPERATING EXPENDITURES</b>				
Administration	14,958	15,530	22,950	22,950
<b>Garbage</b>				
Collection and Disposal	816,378	784,068	841,000	841,000
Landfill and Transfer Sites Wages and Benefits	237,394	242,507	245,050	258,520
Landfill and Transfer Sites Disposal Costs	152,736	147,870	223,500	220,000
Landfill and Transfer Sites Operating Costs	176,150	171,532	169,500	177,500
<b>Total Garbage</b>	<b>1,382,658</b>	<b>1,345,977</b>	<b>1,479,050</b>	<b>1,497,020</b>
<b>Recycling</b>				
Collection and Processing	359,254	369,944	369,944	380,000
Wages and Benefits	15,970	16,070	20,700	21,300
Operating Costs	20,962	2,002	14,200	14,200
Household Hazardous Waste	0	0	5,000	5,000
<b>Total Recycling</b>	<b>396,186</b>	<b>388,016</b>	<b>409,844</b>	<b>420,500</b>
Transfers to Reserves and Reserve Funds	65,000	0	65,000	65,000
<b>TOTAL WASTE MANAGEMENT</b>	<b>1,858,802</b>	<b>1,749,523</b>	<b>1,976,844</b>	<b>2,005,470</b>
<b>TOTAL WASTE MANAGEMENT TO BE RAISED</b>	<b>984,041</b>	<b>899,534</b>	<b>1,068,844</b>	<b>1,097,470</b>

# COUNTY OF PRINCE EDWARD 2010 BUDGET

## Water and Waste Water Department

### **RESPONSIBILITIES**

The Water and Waste Water Department is responsible for the production, supply and distribution of clean, safe drinking water. The Department is also responsible for treating Waste Water at two Waste Water Treatment plants, along with any hauled Waste that originates from rural residents transported by Independent Licensed Waste Haulers.

### **ACTIVITIES**

The Water and Waste Water Department provides many services that relate to its responsibilities. These services vary depending on each system, with core activities available to all systems from our Picton Office.

#### Services

- Treatment and Distribution of Potable Water.
- Overall Maintenance to all Distribution and Collection systems including installation of new services.
- Water Meter installation, maintenance and reading for the purpose of billing.
- 24/7 response service for emergencies to both operations and Distribution/Collection.
- Sewer lateral clearing.
- Supply of information as requested by the public, by phone or on the County's external website.
- Hydrant Flushing and Maintenance.
- Preventative Maintenance to all equipment associated with Operations, Distribution and Collection.
- Development of capital lists for the replacement of aging infrastructure and Equipment.

### **2009 ACCOMPLISHMENTS**

In 2009 the Water and Waste Water Department had many challenges but succeeded in the management of infrastructure and capital projects, installed new services, repaired multiple main breaks, and operated and maintained all the County's Water and Waste Water Systems. Listed are some examples of our accomplishments.

- Construction started on the New Picton Waste Water Treatment Plant and the Residue Management project at the Picton WTP.

- Phase 1 of the MacDonald Drive extension completed.
- Phase 1 of Queen/Center street upgrades completed.
- 16 main breaks repaired in 2009.
- 12 new services installed in 2009.
- Approximately 1,400,843 M3 clean potable water produced at our 4 WTP's.
- New chlorine controllers installed at the Picton WTP.
- Safety kick plate installation completed at the Wellington WTP.
- Drinking Water Quality Management System Operating Plan submitted.
- Church Street renovations completed.
- New card operated controller installed at the Picton bulk load station.
- New chlorine analyzer at the Wellington Waste Water Treatment Plant.
- Repaired a number of water leaks in both the Picton and Wellington systems that were identified in a leak survey.
- Normal Health & Safety related items addressed, and Preventative Maintenance completed throughout 2009 to address all aspects of normal operations within the Department.

### **2010 ACTION PLAN**

- Commissioning of both the Picton Waste Water Treatment Plant and the Picton WTP Residue Management project.
- Completion of 2009 carried over Capital Projects.
- Completion of 2010 Capital Projects.
- Continue with legislated training requirements for Operators in regards to both Health & Safety, and Operations.
- Work towards increasing service levels, and plant optimization.
- Addition of another Plant Operator to help deal with scheduling of preventative maintenance, commissioning and operations of new facilities, and contingencies like vacation and sick coverage.
- Implementation of the Drinking Water Quality Management System.

### **2010 BUDGET OVERVIEW**

The 2010 Budget of is a nominal adjustment over the 2009 Budget. The focus was on legislated or safety related items first and then maintaining the existing service levels. An estimated increase in rate revenues has been assumed, as the 2010 rates have not yet been finalized by Council.

The adjustments were to:

- Funding incurred debt costs,
- Step increases and COLA adjustment for current full time staff
- Contribution by the Department to the support of the new full time GIS Position.

County of Prince Edward  
PW - Water and Wastewater Services  
2010 DRAFT BUDGET

	2008 ACTUAL YEAR END	2009 ACTUAL YTD	2009 Approved Budget	2010 Draft Budget
<b>OPERATING REVENUES</b>				
Taxation	(212,128)	(209,079)	(208,212)	(208,212)
Federal & Provincial Funding	(17,688)	0	0	0
User Fees and Service Charges - Water	(2,138,378)	(2,165,442)	(2,260,300)	(2,328,109)
User Fees and Service Charges - Wastewater	(1,487,586)	(1,339,953)	(1,480,000)	(1,524,400)
Transfers from Reserves and Reserve Funds	(600,191)	0	(772,444)	(130,269)
<b>TOTAL OPERATING REVENUES</b>	<b>(4,455,971)</b>	<b>(3,714,474)</b>	<b>(4,720,956)</b>	<b>(4,190,990)</b>
<b>OPERATING EXPENDITURES</b>				
Overhead	311,165	413,866	297,568	383,060
<b>Water Treatment</b>				
Picton	495,169	387,260	443,728	444,731
Wellington	191,416	185,724	192,291	204,509
Ameliasburgh	84,721	85,285	79,738	81,762
Carrying Place/Consecon	0	0	0	0
Peats Point	74,205	62,823	64,001	64,001
<b>Total Water Treatment</b>	<b>845,511</b>	<b>721,092</b>	<b>779,758</b>	<b>795,003</b>
<b>Water Distribution</b>				
Picton	456,428	365,774	361,107	368,107
Wellington	61,233	62,750	93,535	95,535
Ameliasburgh	1,064	1,893	0	300
Fenwood/Rossmore	308,243	317,041	348,495	348,195
Carrying Place/Consecon	93,865	105,573	128,964	129,059
Peats Point	2,316	3,374	0	0
<b>Total Water Distribution</b>	<b>923,149</b>	<b>856,405</b>	<b>932,101</b>	<b>941,196</b>
<b>TOTAL WATER</b>	<b>1,768,660</b>	<b>1,577,497</b>	<b>1,711,859</b>	<b>1,736,199</b>
<b>Wastewater Treatment</b>				
Picton	501,710	508,831	541,240	559,488
Wellington	212,993	217,937	268,363	272,552
<b>Total Wastewater Treatment</b>	<b>714,703</b>	<b>726,768</b>	<b>809,603</b>	<b>832,040</b>
<b>Wastewater Collection</b>				
Picton	167,793	167,675	268,408	234,408
Wellington	68,762	77,976	95,850	84,850
<b>Total Wastewater Collection</b>	<b>236,555</b>	<b>245,651</b>	<b>364,258</b>	<b>319,258</b>
<b>TOTAL WASTEWATER</b>	<b>951,258</b>	<b>972,419</b>	<b>1,173,861</b>	<b>1,151,298</b>
Long Term Debt Charges	746,291	915,487	910,631	910,520
Transfers to Others	647,097	40,264	627,036	9,913
Transfers to Reserves and Reserve Funds	647,097	40,264	627,036	9,913
<b>TOTAL WATER AND WASTEWATER SERVICES</b>	<b>4,424,471</b>	<b>3,919,533</b>	<b>4,720,955</b>	<b>4,190,990</b>
<b>TOTAL WATER AND WASTEWATER SERVICES TO BE RAI</b>	<b>(31,500)</b>	<b>205,059</b>	<b>(1)</b>	<b>0</b>

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**Prince Edward County  
2010 Budget Enhancements  
As at January 20, 2010**

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<b>Department</b>	<b>Enhancemen</b>	<b>Description</b>	<b>Amount</b>
<b>Public Works</b>	PW BE 001	Additional Mechanic	63,911
	PW BE 002	Additional Water/Sewer Staff	<u>34,500</u>
<b>TOTAL</b>			<u><u>98,411</u></u>

**PRINCE EDWARD COUNTY  
BUDGET 2010  
REQUEST FOR OPERATING BUDGET ENHANCEMENT**

DEPARTMENT: Public Works

PROGRAM / ACTIVITY: Operations Fleet Mechanic (additional)

**RATIONALE FOR ENHANCEMENT**

The nature of our Roads and Water/ Wastewater fleet, the 24-7 nature of much of our operation and the number of units to be serviced results in a mechanical repair work load that has to be subcontracted to private garages to keep the fleet repaired. An additional mechanic would assist in keeping the work in-house, provide coverage during vacations and illness, decrease the subcontracted repair costs and reduce the downtime to get our fleet repaired. In the near future, RPC and fire would be able to use our repair resources, to reduce outsourcing for their equipment repairs as well. Not having to put off jobs to wait for machines equates to better service level. Reduction in downtime estimated at 1 hr/unit x 20 units/month = 20 hrs gained service.

**OPERATING BUDGET IMPACT:**

Account Description:	GL Code:	Amount
Labour	1-7-300-110-195	72,000.00
Benefits 40% Est.	1-7-300-120-195	28,800.00
Shop Tools/Equipment	1-7-300-233-195	5,000.00
Savings:		
	2009 Actual      Est. reduction	
Equip - Repairs/Parts	\$ 388,891      10%      1-7-300-502-195	- 38,889.10
	Hrs/Month      Rental Rate	
Increased Cost Recover	20 \$ 150.00      1-7-300-999-195	- 3,000.00
<b>Total:</b>		<b>\$ 63,910.90</b>

**STRATEGIC PLAN IMPLICATIONS:**

*enhancement*

**PRINCE EDWARD COUNTY  
BUDGET 2010  
REQUEST FOR OPERATING BUDGET ENHANCEMENT**

DEPARTMENT / DIVISION: Water Waste Water

PROGRAM / ACTIVITY: Staffing Enhancement

**RATIONALE FOR ENHANCEMENT**

The water and Waste Water Department has been operating under the new staffing structure since June of 2007. Since the changes it has been observed that the number of staff don't allow the coverage to deal with many issues in regards to service and operations. This needs to be changed moving forward into 2010.

Please see the list bellow for Rational and justification to change the number of Operators within the Water and Waste Water Department.

- 1) New Waste Water Treatment plant - The new plant will involve commissioning, cross training and education for all staff. This will be a strain on current resources. The new plant is also larger and more technologically advanced.
- 2) Our service to the public is defined as 0 down time - This means that in order to provide the service levels that are normally provided and no down time another operator is required to prevent these circumstances. This benefit would generate a possibility to elevate our current service levels and cover us in terms of contingencies.
- 3) Risk Management - A number of our current staff are at the higher end of the band scale with a number of years service. This in tern means that vacation entitlements along with any possible sick time leaves our operators with a chance to make errors due to insufficient staffing levels to cover all facilities and on-call operations.
- 4) Preventative Maintenance - The addition of another operator would assist with the completion of work orders and the scheduling of Projects. This is difficult with current staffing levels due to the number of facilities and legislative requirements. It seems that someone is always away and operators are forced to cover multiple facilities.
- 5) Services and Development are increasing annually due to growth of the systems, Legislation, and associated training.
- 6) Residue Management upgrade - The Picton WTP is currently under construction and will require shift overlaps, commissioning, and training. This will place a strain on operations and our ability to perform normal preventative maintenance in 2010.

**OPERATING BUDGET IMPACT:**

Account Description:	GL Code:	Amount
Wages	110	27,500
Benefits	120	7000
<b>Total:</b>		<b>\$ 34,500.00</b>

**STRATEGIC PLAN IMPLICATIONS:**

Budget 2010	\$ 34,500.00
Budget 2011	\$59,000
Budget 2012	\$62,000

*enhancement*